ACQUISITION OF HAZARDOUS MATERIALS

LMS-CP-4759
Revision: F-1

Hazardous Material User

START

Identify need for hazardous material procurement (see Note 1)

Is item an explosive material or device? — No

Yes

Follow procedures in LPR 1710.7, Handling and Use of Explosives, to acquire Explosive Safety Permit

Submit Langley Form (LF) 44 using Chemical Material Tracking System (CMTS) (see Notes 2 & 3)

LF 44 Coordinator

Review request to determine all required information is present

Does LF 44 include MSDS? — Yes / No

Add MSDS to CMTS and edit LF 44 accordingly (see Note 4)

Approve request? — Yes / No

Amend and re-submit LF 44 in CMTS

Inform user material cannot be supplied as requested

From next page

To next page

Objectives:
- to ensure review and approval of hazardous material purchases prior to procurement
- to ensure accurate hazardous material data and inventory information in Chemical Material Tracking System (CMTS)
- to comply with OSHA and EPA regulations

Approval ___original signed on file_____ 10/22/07___
Center Director   date

General Information

The list of Facility Environmental Coordinators (FECs) is available at:
http://osemant1.larc.nasa.gov/envcord/database/

A list of Facility Safety Heads is available at:
http://fspl.larc.nasa.gov/maint/view_query.cfm

The following records are generated by this procedure and should be maintained in accordance with CID 1440.7:
- LF 44, Hazardous Material - Procurement, Inventory, and Storage Record
- Chemical Inventory
- Material Safety Data Sheet

Note 1
OSHA regulation 29 CFR, Part 1910, determines what constitutes a hazardous material. Generally, they include materials with the following characteristics:
- Flammability
- Health hazards
- Reactivity (including explosive properties)

If unsure whether a material is hazardous, contact Safety and Facility Assurance Office.

Note 2
To ensure proper processing of LF 44, hazardous material users should do the following prior to completing and submitting LF 44 for approval:
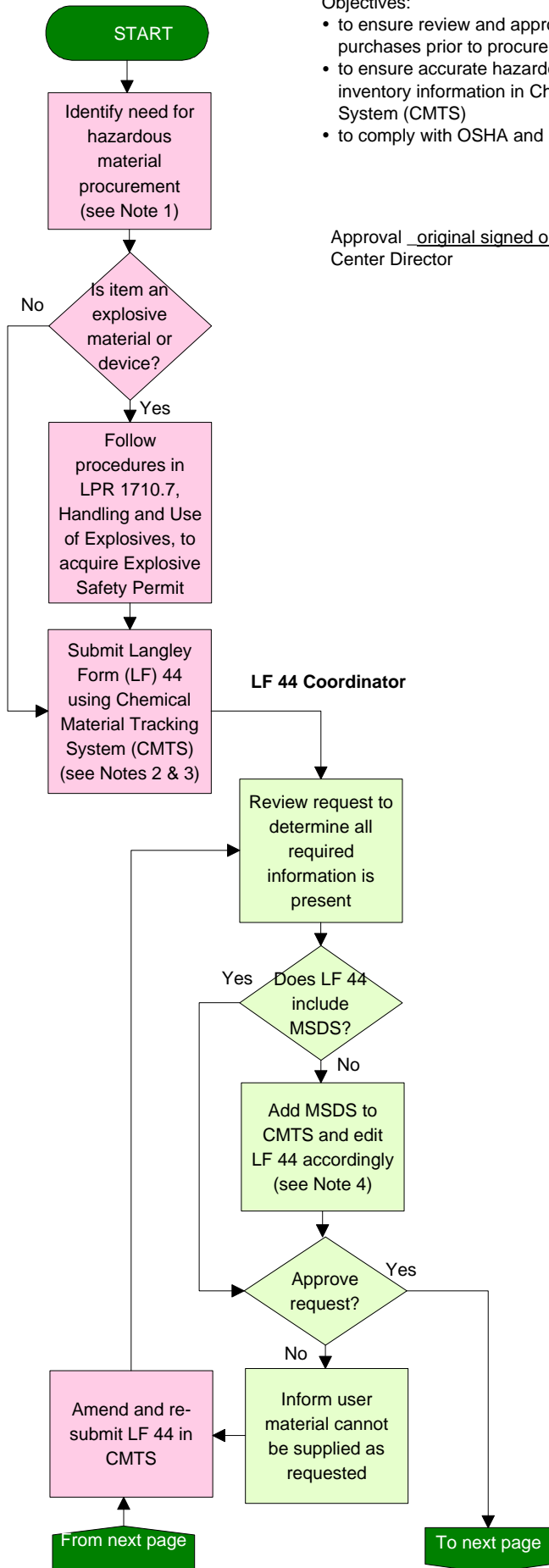- Check the CMTS library for the MSDS that represents the desired material's most current chemical, physical, and product data.
- If the most current MSDS does not exist in the library, acquire one from the manufacturer and submit the MSDS to the Environmental Office at cmts@larc.nasa.gov to be added to the library. A NASA LaRC part number will be assigned. This number is a required field on the LF 44.
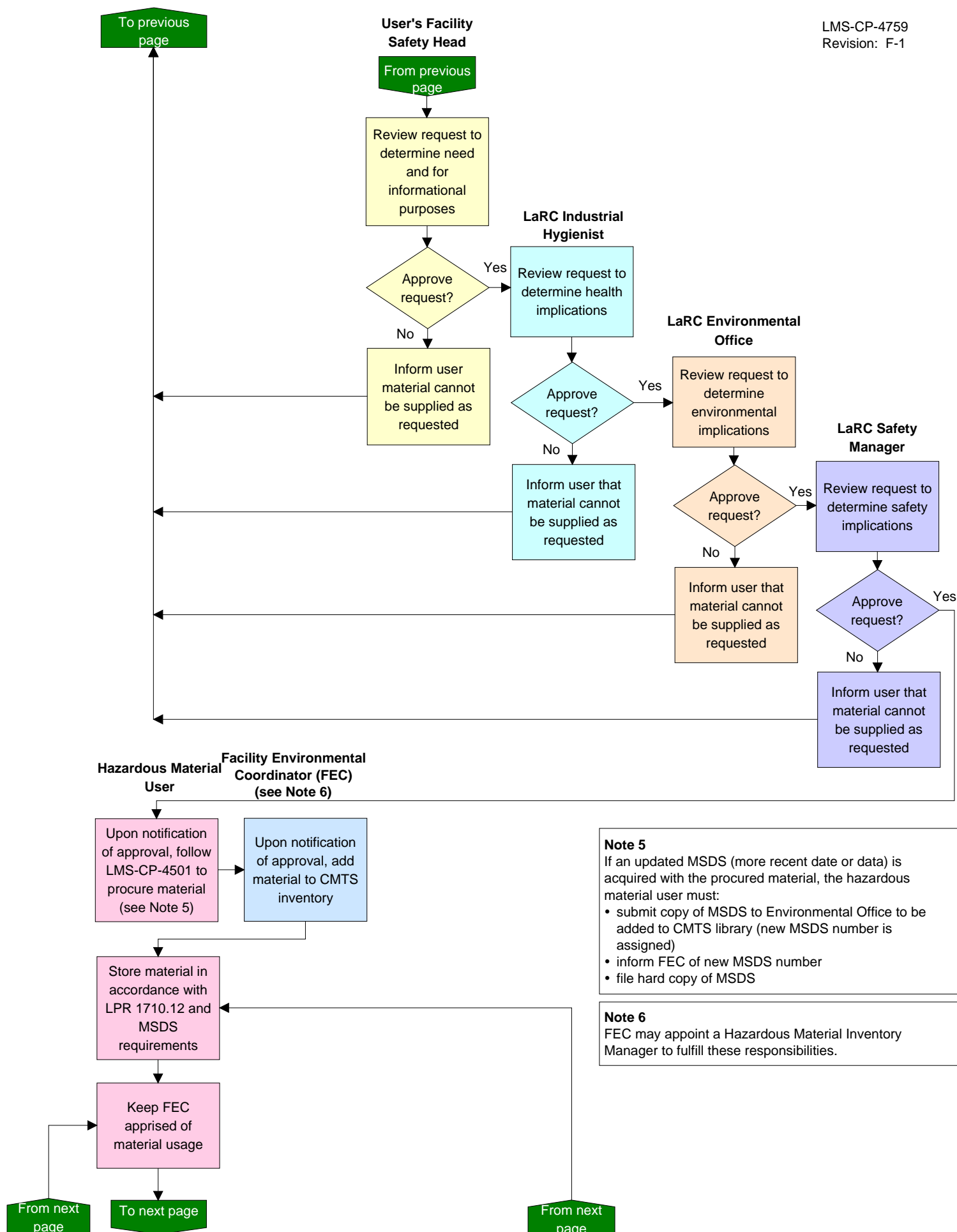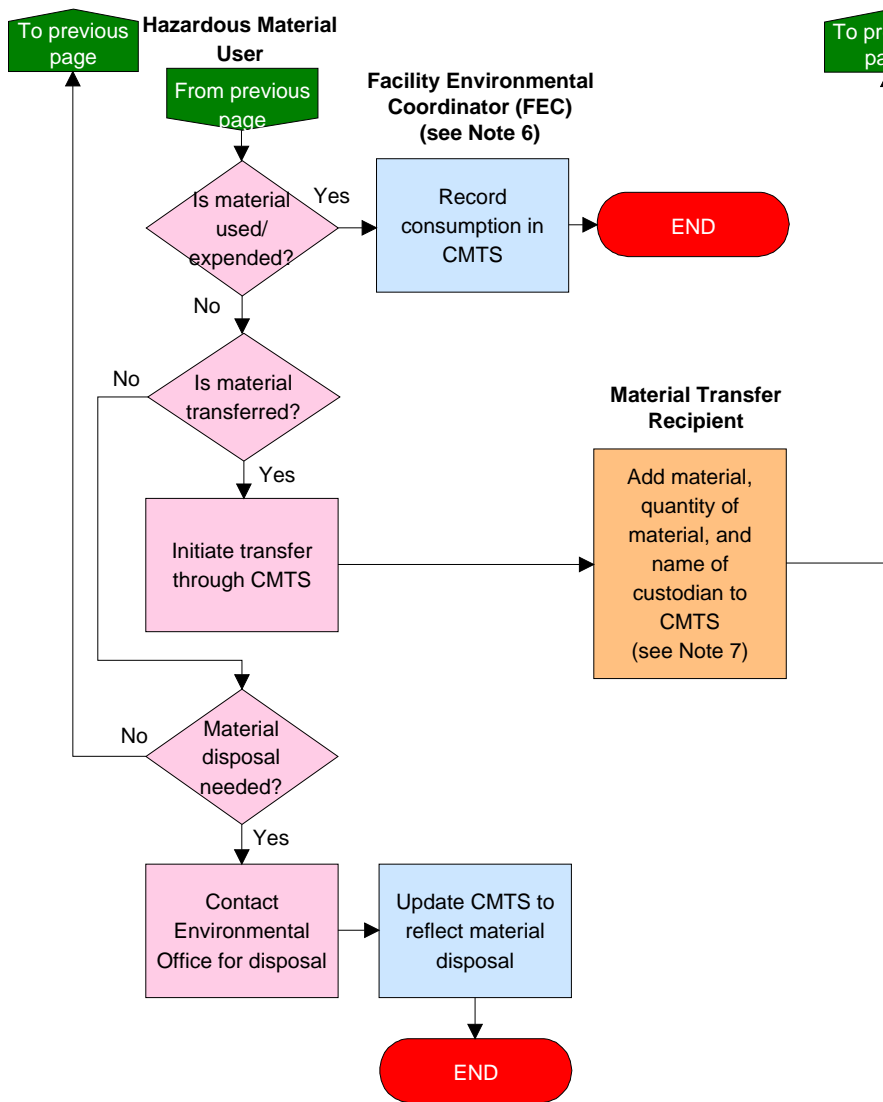
Note 3
For stock requests, indicate LF 44 number on LF 55. Issuance of material under a LF 55 may proceed after LF 44 approval.

Note 4
LF 44 Coordinator coordinates with hazardous material user to acquire an MSDS that represents material's most current chemical, physical, and product data.

To previous page

User's Facility Safety Head

From previous page

Review request to determine need and for informational purposes

Approve request? — **Yes** →

No ↓

Inform user material cannot be supplied as requested

LaRC Industrial Hygienist

Review request to determine health implications

Approve request? — **Yes** →

No ↓

Inform user that material cannot be supplied as requested

LaRC Environmental Office

Review request to determine environmental implications

Approve request? — **Yes** →

No ↓

Inform user that material cannot be supplied as requested

LaRC Safety Manager

Review request to determine safety implications

Approve request? — **Yes** →

No ↓

Inform user that material cannot be supplied as requested

Hazardous Material User

Facility Environmental Coordinator (FEC) (see Note 6)

Upon notification of approval, follow LMS-CP-4501 to procure material (see Note 5)

Upon notification of approval, add material to CMTS inventory

Store material in accordance with LPR 1710.12 and MSDS requirements

Keep FEC apprised of material usage

From next page

To next page

From next page

Note 5
If an updated MSDS (more recent date or data) is acquired with the procured material, the hazardous material user must:
• submit copy of MSDS to Environmental Office to be added to CMTS library (new MSDS number is assigned)
• inform FEC of new MSDS number
• file hard copy of MSDS

Note 6
FEC may appoint a Hazardous Material Inventory Manager to fulfill these responsibilities.

To previous page

Hazardous Material User

From previous page

Facility Environmental Coordinator (FEC) (see Note 6)

To previous page

Is material used/expended?

— Yes → Record consumption in CMTS → **END**

— No ↓

Is material transferred?

— No →

— Yes ↓

Initiate transfer through CMTS →

Material Transfer Recipient

Add material, quantity of material, and name of custodian to CMTS (see Note 7)

→ **To previous page**

Material disposal needed?

— No →

— Yes ↓

Contact Environmental Office for disposal → Update CMTS to reflect material disposal → **END**

Note 7
Upon receipt of hazardous material, material transfer recipient becomes a hazardous material user and must follow this process as it applies to storage/tracking of hazardous materials.